

# TOWN OF WESTFORD

## *Notice Under the Americans with Disabilities Act*

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Westford will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Town of Westford does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Employment related complaints involving a town facility is not accessible to persons with disabilities should be directed to:

**Pamela Hicks**

Director Human Resources  
55 Main Street  
Westford, MA 01886  
(978) 399-2915

**Effective Communication:** The Town of Westford will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town of Westford's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Town of Westford will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Town of Westford's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Westford, should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Westford to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of Westford is not accessible to persons with disabilities should be directed to:

**Henry Fontaine**

ADA Coordinator / Building Commissioner

55 Main Street

Westford, MA 01886

(978) 692-5527

The Town of Westford will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.